



MINUTES

LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING

8 August 2022, 1.00pm

Venue: Council Chambers,
9 Lynch Street Corrigin

TERMS OF REFERENCE

1.0 NAME

The Committee shall be known as the Corrigin Local Emergency Management Committee (LEMC).

2.0 ROLE OF THE COMMITTEE

To assist the Local Emergency Coordinators to develop and maintain effective emergency management arrangements for the Shire of Corrigin.

3.0 OBJECTIVES OF THE COMMITTEE

- To advise and assist the Shire of Corrigin in ensuring that local emergency management arrangements are established for its district.
- To liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements.
- To assist with the preparation and approval of the Corrigin Local Emergency Management Plan and submit such plans to the Office of Emergency Management (OEM) for approval.
- To review at least annually the Corrigin Local Emergency Management Plan.
- To assist in the preparation of emergency management operating procedures for application in the Shire of Corrigin.
- To ensure appropriate testing and exercising of the local emergency management plan.
- To prepare an annual report of the activities of the LEMC for submission to the OEM.
- To provide assistance to the Local Emergency Coordinators and Hazard Management Agencies during emergency management operations.
- To carry out such other emergency management functions as directed by OEM.

4.0 MEMBERSHIP

The Council appoints to the Committee those ex-officio representatives whose titles appear below. Membership of the Committee shall, unless otherwise specified, be for a term ceasing at the date of the Local Government election in the year the Shire's local government elections are held, after which time the Council may appoint members for a further term.

Membership of the Committee shall be:

- The President of the Shire of Corrigin
- Deputy Shire President
- The Officer in Charge of the Corrigin Police District or delegate(s)
- The Shire's Chief Bush Fire Control Officer
- The SES Area Manager or delegate
- The Chairperson of St John Ambulance Corrigin or delegate
- A health representative from the Corrigin Hospital
- An officer from the Department of Communities
- Representatives from other agencies as required

5.0 PRESIDING MEMBER

The President takes the role of Presiding Member. The members of the Committee shall elect a Deputy Presiding Member to chair in the absence of the Presiding Member at the first meeting after the local government election to satisfy the requirements of the Local Government Act.

The Presiding Member shall ensure that minutes of the proceedings are kept and that business is conducted in accordance with the Shire of Corrigin Standing Orders.

The minutes of the advisory committee are to be submitted to the next ordinary meeting of the committee for confirmation. The person presiding at the meeting at which the minutes are confirmed is to sign the minutes and certify the confirmation.

The Local Government Act 1995 places responsibility for speaking on behalf of Council with the President, or the CEO if the President agrees. The Presiding Member, if not the Shire President, as well as individual members of the Committee are to refrain from speaking publicly on behalf of the committee or Council, or to issue any form of written material purporting to speak on behalf of the committee or Council without the prior approval of the Shire President.

6.0 CONDUCT OF MEETINGS

Ordinary meetings of the Committee shall be held on a day as determined by the Presiding Member generally in February, May, August and December each year. Written notice shall be given to all Committee members, at least 14 days prior to the meeting. Special meetings of the Committee may be convened:

- by the Presiding Member
- by written notice to all committee members, such notice being signed by at least four members of the Committee, giving not less than seven days notice and stating purpose of the meeting.
- by the Council

The time and venue of meetings will be determined by the Presiding Member or the Council having due regard to the general convenience of the Committee members.

Each meeting of the LEMC should consider, but not be restricted to, the following matters, as appropriate:

Every meeting:

- Confirmation of local emergency management arrangements contacts details and key holders;
- Review of any post-incident reports and post exercise reports generated since last meeting;
- Progress of emergency risk management process;
- Progress of treatment strategies arising from emergency risk management process;
- Progress of development or review of local emergency management arrangements; and
- Other matters determined by the local government.

First quarter:

- Development and approval of next financial year LEMC exercise schedule (to be forwarded to relevant DEMC);
- Begin developing annual business plan.

Second quarter:

- Preparation of LEMC annual report (to be forwarded to relevant DEMC for inclusion in the SEMC annual report);
- Finalisation and approval of annual business plan.

Third quarter:

- Identify emergency management projects for possible grant funding.

Fourth quarter:

- National and State funding nominations.

The Committee is established by the Council of the Shire of Corrigin under the powers and given in section 5.8 of the Local Government Act 1995. Notice of meetings, quorum requirements of 50% of members and all other matters pertaining to the conduct of the committee shall be carried out in accordance with the Local Government Act 1995.

7.0 DELEGATED POWERS

The Committee has no delegated powers and is an advisory committee to Council only. Recommendations of committees meetings are to be presented to Council by Shire staff for noting or for consideration as soon as practicable after unconfirmed minutes of Committee meetings are available.

1. DECLARATION OF OPENING

Chairperson, Cr Des Hickey opened the meeting at 1.07pm.

2. ATTENDANCE/APOLOGIES

Shire President, Shire of Corrigin
Chief Executive Officer, Shire of Corrigin
Executive Support Officer
Acting/Principal, Corrigin District High School
Community Paramedic, St John Ambulance
Chair, St John Ambulance
Acting/Area Officer Narrogin East, DFES
Area Officer Narrogin West, DFES
Community Emergency Services Manager
Road Safety Advisor, Wheatbelt South – WALGA
Director of Nursing/HSM, Corrigin Hospital
Corrigin Police

Cr. D Hickey
N Manton
K Biglin
S Hardingham (1.18pm)
T Dickson
G Dawson
M Castaldini
A Witford
J Carrall
R Thornton
L Pescud
A Micmalski

APOLOGIES

Deputy Recovery Officer

L Baker

3. MINUTES OF PREVIOUS MEETING

Moved: Cr D Hickey

Seconded: N Manton

Minutes of the LEMC meeting held on Monday 24 February 2022 (Attachment 3.1) be confirmed as a true and accurate.

Carried

No meeting held in May due to no quorum.

4. REVIEW OF LEMC DOCUMENTS

Committee to advise of any changes to any known contact details via email to eso@corrigin.wa.gov.au.

- Local Emergency Management Arrangements (*Attachment 4.1*)
- Local Emergency Evacuation Plan (*Attachment 4.2*)
- Local Emergency Recovery Plan (*Attachment 4.3*)

ESO will update bus routes and make minor changes as noted.

5. REVIEW OF INCIDENTS AND EXERCISES

Review of any post-incident reports and post exercise reports generated since last meeting.

5.1. INCIDENTS

No recent incidents to report on.

5.2. DESKTOP EXERCISE

- Jason Carrall planned a series of desktop exercises to run over the coming meetings in collaboration with the committee.

6. DEVELOPMENT OF FUTURE EXERCISES

7. REPORTS TO STATE EMERGENCY MANAGEMENT COMMITTEE

NIL

8. IDENTIFY EMERGENCY MANAGEMENT PROJECTS

9. FUNDING

CEO will continue to look out for funding opportunities for a generator and airstrip lighting.

10. OTHER MATTERS

10.1. ELECTION OF THE RECOVERY OFFICER

Due to work related matters, Cr Mike Weguelin has made the decision to step down from the role of Recovery Officer. The President thanked him for his time in the position.

It is proposed that for ease of operations, that CEO Natalie Manton be appointed the position of Recovery Officer for the time being.

Moved: T Dickson **Seconded:** L Pescud
That Natalie Manton, CEO be appointed Recovery Officer of the Local Emergency Management Committee until further notice.

Carried

10.2. COVID-19

The Shire continues to monitor the latest information and are acting in accordance with advice provided by the relevant health and government authorities.

Information from WA Country Health Service-

- The latest COVID-19 testing information is available here [COVID-19 testing \(healthy.wa.gov.au\)](https://www.health.wa.gov.au)
- In most circumstances, [a rapid antigen test \(RAT\)](#) is a suitable alternative to PCR testing, unless advised otherwise by a healthcare professional.
- PCR tests that are required by employers for confirmation or evidence of COVID-19 infection by employees (for example, to enable access to COVID leave) are not available at public COVID clinics.
These tests require a GP referral or pathology form for testing at a private pathology clinic, with the cost of the test to be paid by the individual.

Plans in place at Corrigin Hospital for influx of patients if outbreak occurs.

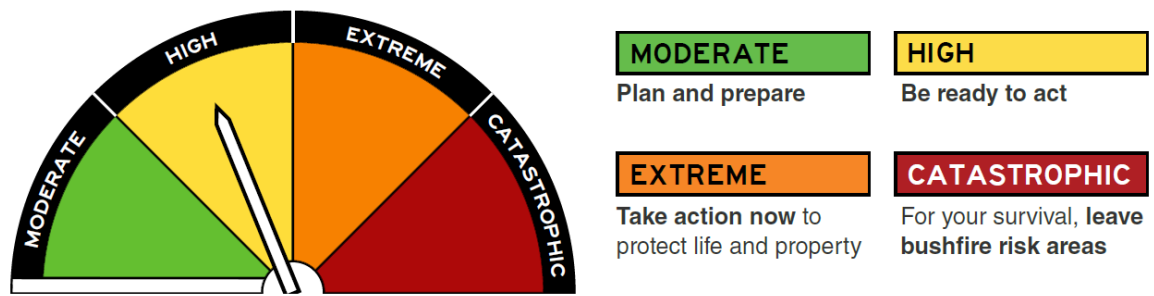
10.3. CHANGES TO THE AUSTRALIAN FIRE DANGER SYSTEM

The Australian Fire Danger Rating System (AFDRS) Program is redesigning the forecasting of fire danger in Australia. The AFDRS is a project of national significance being developed collaboratively by state, territory, and the Commonwealth government. It aims to improve public safety and reduce the impacts of bushfires by:

- Improving the scientific accuracy behind fire danger predictions.
- Improving the way that fire danger is communicated.
- Providing government and industry with better decision-making tools.
- Reducing the costs associated with bushfire impacts.

The changes will commence on the 1 September 2022.

The Australian Fire Danger Ratings (AFDRS) levels are:



These AFDRS changes will affect in the way that bushfire risk is managed across Australia with changes affecting this region and your shire. As a result there will be changes to the Bush Fires Act 1954 as it relates to:

- Firebreak notices
- Issuing and cancelling permits to burn
- Harvest and Vehicle Movement Bans
- Total Fire Bans
- Other aspects of the Act relating to bee smoker devices, burning proclaimed plants and clover during prohibited times

J Carrall gave an overview on the changes that will come into effect on 1 September 2022.

10.4. MANAGEMENT OF VOLUNTEER BUSHFIRE BRIGADES

The State Government is currently drafting the *Consolidated Emergency Services Act* (CES Act), which consolidates the *Fire Brigades Act 1942*, *Bush Fires Act 1954* and *Fire and Emergency Services Act 1998* into a single piece of legislation, anticipated to be released as a Green Bill for consultation in early 2023.

The introduction of the *Work Health and Safety Act 2020* has also highlighted the complexities of the responsibilities for local government in managing bushfire volunteers. Council voted in July to continue with the management of Bush Fire Brigade's but with additional funding for training and administration support for volunteers as the most appropriate option is for the Shire of Corrigin. Transferring to a Rural Fire Service may also be worthwhile considering depending on the specific details of the service. A proposal to transfer responsibility to the State Government is unlikely to be supported by the local volunteers.

11. REPORTS

Reports from LEMC members and stakeholders

DFES

- No major incidents to report.

Corrigin Police

- Double fatality events over the weekend– one in Kondinin and one in Albany.
- Shooting in Pingelly last week.

St John Ambulance

- Few new recruits.
- Attending training courses.
- Had offers of support from other towns if COVID outbreaks occur.

Corrigin District Hospital

- Having trouble getting Senior Nurses on Staff.
- Advocating for more nursing accommodation in town.
- Injecting money to training staff to conduct x-rays in Corrigin.
- Focus will be on upskilling staff to be able to conduct more procedures in town.
- Re-ramping menu choices for meals on wheels.
- Working on improving connection with community.
- Cleaned up fuel load around the Hospital and developed Bushfire Preparedness Report.

Corrigin District High School

- Shannon Hardingham will be Acting Principal while Heather Prance is on leave until July 2023.

Shire of Corrigin

- Recovery Team meeting as required for updates with committees.

Community Committee – has a focus providing advice, guidance and to assist in the restoration and strengthening of community well-being.

- The Committee has been calling and checking in on families affected.
- There is a Photo Book Project in the works.

Infrastructure Committee – has a focus on assessing the requirements for the restoration of services and facilities, as well as assisting farmers to liaise with Blaze Aid and organise the initial cleaning up of fence lines.

- Still following up on power.
- Still waiting on disaster of disaster recovery money.

Economic Committee – Assessment and distribution of donated funds.

- There has been around \$60,000 generously donated.
- Eligibility criteria has been developed by the committee, funds to be distributed soon.

Environment Committee – Focussing on the restoration of the natural environment.

- Landcare are working on a plan for revegetation
- Asbestos clean-up is still underway

Wheatbelt South WALGA – Road Safety

- As of last Friday, there has been 80 fatalities in WA, 44 on local roads.
- CBH calling for train drivers due to contract changes
- Crash display trailers are available for use at events, contact Rod for further information.
- Road safety commission grants are available now, everyone encouraged to apply as the criteria is extensive.
- Concern over lack of speed cameras in wheatbelt.

12. NEXT MEETING

The next meeting will be Monday 7 November 2022 at 1.00pm.

13. MEETING CLOSURE

Chairperson, Cr Des Hickey closed the meeting at 2.57pm.